

**AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY
ADVISORY BOARD
Meeting Minutes**

Meeting Date/Time: November 5, 2015 9:30 a.m.

Location: Human Services Center

514 Riverview Ave, Room 271

Waukesha WI 53188

Committee Members:

<u>X</u>	Berthelsen, Judie	<u>EA</u>	Ludka, Elaine
<u>X</u>	Cizel, Maria	<u> </u>	Vacant
<u>X</u>	Franklin, Robert E.	<u>X</u>	Spitz, Carolyn
<u>EA</u>	Gamez, Margaret	<u>A</u>	Steele, Bill
<u>X</u>	Goetz, Jennifer	<u>X</u>	Schweda, Susan
<u>A</u>	Howard, Christine	<u>X</u>	Zaborowski, Bill
<u>X</u>	Lee, Glenn		

X = Present A = Absent EA = Excused Absence

Additional Attendees:

<u>X</u>	Page, Luann
<u>X</u>	Smith, Mary
<u>X</u>	Smith, Sue

Call to Order:

The meeting was called to order at 9:30 am by B. Zaborowski.

Public Comments

G. Lee advised the Board that the Homes for Independent Living on Greenway Terrace is closing. After the current residents are relocated, the Greenway facility will reopen and will serve a different clientele.

Chairman Zaborowski asked that in the future, Board members raise their hand to be recognized. They will then be given the floor.

Approval of October 1, 2015 meeting minutes

B. Zaborowski called for approval of the meeting minutes of October 1, 2015. R. Franklin moved to approve the minutes; C. Spitz seconded the motion. All in attendance approved. Motion carried.

Educational Segment: ADRC Advisory Board - New Member Orientation; Current Member Review, ADRC Manager Luann Page

New ADRC Advisory Board members were provided with ring binder and contents which include a member list, a section for Agenda and Minutes, Application and ADRC Contract, Code of Ethics, Grievance Policy, Glossary of Terms, By-Laws and expense sheets. L. Page provided

a detailed, section by section description of that binder, as well as information regarding the duties and responsibilities of Advisory Board Members. There was much discussion regarding the verbiage in the By-Laws, Article V – Duties, *The ADRC Advisory Board is required to do the following...*

C. Spitz requested the word “*required*” be changed to an alternate language. Chairman B. Zaborowski called for a motion to allow L. Page the authority to make changes. R. Franklin moved to authorize changes, J. Berthelsen seconded the motion. All in attendance approved. Motion carried.

Approval of the 2016-2018 County Plan on Aging- L. Page, M. Smith – Action Item

Board Members received copies via U.S. Mail of the 2016-2018 County Plan on Aging. The only document not part of that mailing was the Budget section, which M. Smith provided to members. M. Smith then gave a line-by-line account of the budget. This document is included with the County Plan on Aging, and advises GWAAR how the money is disbursed. Chairman B. Zaborowski called for approval of the final County Plan for Older People 2016-2018 to be submitted to GWAAR. C. Spitz moved to approve; G. Lee seconded the motion. All in attendance approved. Motion carried.

ADRC Manager’s Report – L. Page

- L. Page reminded the Board that the ADRC Open House will be held on Thursday November 12 from 3:00 pm – 7:00 pm. All are welcome to attend. There will be many workshops, presentations and refreshments. A Harpist will be providing music. G. Lee highly recommends attending.

ADRC Coordinator’s Report – M. Smith

- Nutrition and Transportation Supervisor M. Glasgow recently held his Nutrition Advisory Council meeting at the Oconomowoc Dining Site. M. Smith asked that he prepare a report based upon what the Advisory Council observed. Comments included:
 - The beautiful view was mentioned a number of times, however the Council noticed immediately that there were only five diners present; council members outnumbered diners more than three to one. The question was why. There were no decorations or announcements. Members were informed that nothing can be left up or out. The space was not warm or inviting. They commented on how “dead” the building itself seemed and were informed that all senior programs were held at a senior center at another location, not at the Community Center. One member asked why the dining site was not at that senior center. (It is not a feasible option...parking, kitchen and storage all are an issue.) Another member noted that the ADRC and meal program had very poor representation on brochure racks. It seemed very evident to the Chairperson that there was little desire to showcase our material. Noise was also an issue. Several members were struggling to hear discussion.

The concerns with the Oconomowoc Dining Site has been an issue for the past two years. The ADRC will provide a report to the HHS Director, which will be submitted to the County Executive.

- A flyer announcing a Public Hearing on Dementia Capable WI was provided to Board members.
- The ADRC is currently working on the State of Wisconsin Department of Transportation 85.21 Grant Application.

- New staff members include 3 new ADRC Specialists and one Support Staff; one county position is still available.
- The ADRC has a team participating in Lean Government. The project is Client File Management.

Health and Human Services Committee Report – C. Howard

No report

Other Business/Updates - All:

B. Zaborowski shared that the County Budget process is complete. It has gone very well. Working with the new County Executive has been a pleasure.

Adjournment:

B. Zaborowski called for a motion to adjourn the meeting. R. Franklin moved to adjourn. G. Lee seconded the motion; all in attendance approved. Motion is carried.

Next Meeting: December 3, 2015

Health & Human Services Center, Board Room 271

514 Riverview Avenue

Waukesha WI 53188

Approved _____ **Date** _____

Recorded and Submitted by Sue Smith